

Vehicle Titling Process

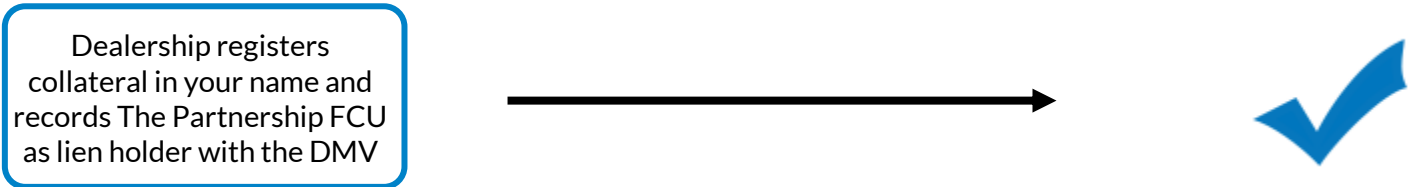
It is your responsibility as part of the loan agreement to ensure that we receive the Certificate of Title or other proof of ownership reflecting The Partnership FCU as first lien holder within 90 days. The guide below has been designed to assist you in this process.

IF YOU...

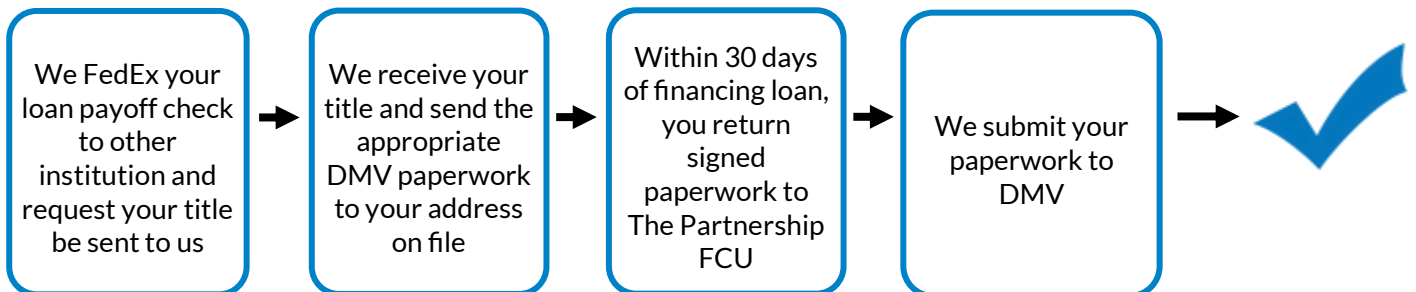
1. PURCHASE FROM A DEALERSHIP

TITLE PROCESS COMPLETE

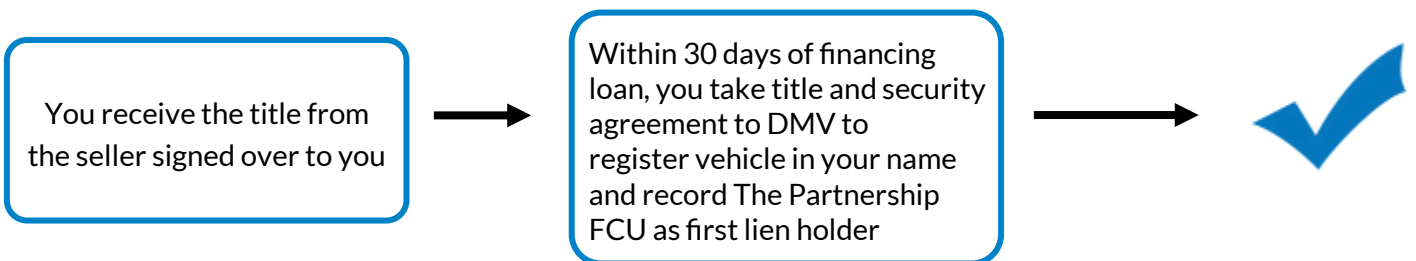
DMV sends lien-recorded title to The Partnership FCU



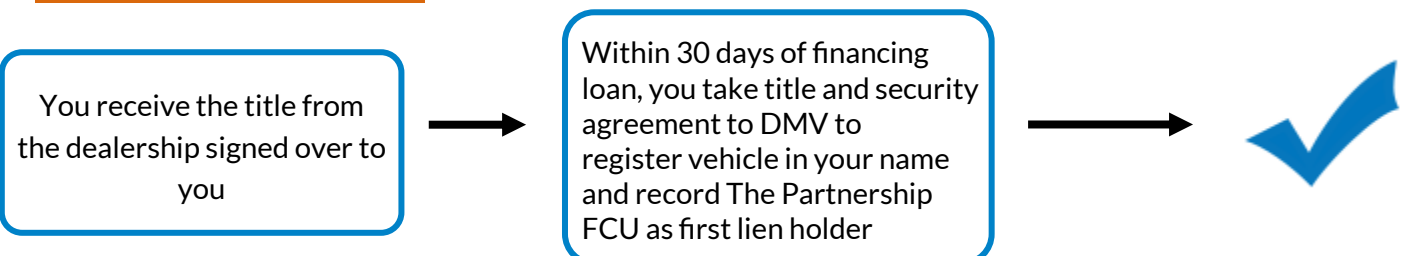
2. EXTERNAL REFINANCE FROM OTHER FINANCIAL INSTITUTION OR FINANCE COMPANY



3. PURCHASE FROM A PRIVATE SELLER



4. BUY OUT YOUR LEASE



See next page for detailed instructions.



Titling and Recording Directions

As part of the loan agreement, please provide the Certificate of Title or other proof of ownership reflecting The Partnership FCU as first lien holder within 90 days. If the lien-recorded title is not received within this timeframe, The Partnership FCU may convert this loan's annual percentage rate (APR) to 18% or the NCUA's prevailing maximum allowable interest rate, whichever is less, which can increase the monthly payment.

1. **PURCHASE FROM A DEALERSHIP**, the dealer may submit your title paperwork to your local DMV on your behalf. Instruct your dealer to record The Partnership FCU as first lien holder. Our address should be listed as: **The Partnership FCU, 3268 Progress Way Bldg. 12 MSC-5120, Wilmington, OH 45177.**
2. **EXTERNAL REFINANCE FROM OTHER FINANCIAL INSTITUTION OR FINANCE COMPANY** to The Partnership FCU, please contact the previous financial institution or finance company to verify the title was mailed to: **The Partnership FCU, P.O. Box 18539, Washington, D.C. 20036-8539.**
3. **PURCHASE FROM PRIVATE SELLER, BUY OUT YOUR LEASE OR THE DEALER DID NOT SUBMIT YOUR TITLE PAPERWORK ON YOUR BEHALF**, it is your responsibility to register the vehicle in your name and record The Partnership FCU as first lien holder. Please take your title and a copy of your security agreement into your local DMV and instruct the DMV to send your title with The Partnership FCU listed as first lien holder to: **The Partnership FCU, 3268 Progress Way Bldg. 12 MSC-5120, Wilmington, OH 45177.**

Additional Notes:

- Please **do NOT** send payments or deposits to the Wilmington, Ohio address.
- If we exercise our right to file for the lien-recorded title, filing fees will be debited from the borrower's account with us
- To sell, trade or dispose of any collateral without consent of The Partnership FCU is in direct violation of your contract.
- As stated in your loan agreement, you are required to provide evidence of your current insurance policy. This must include The Partnership FCU as first lien holder. Instruct your insurance company to list The Partnership FCU as the first lien holder and as loss payee on your collision and comprehensive policy as follows: **The Partnership Federal Credit Union, P.O. Box 924501 Fort Worth, TX 76124.** The acceptable deductible is \$1,000 or less.

Definitions:

- **Collateral:** auto, motorcycle, boat, trailer, motor, motor home, RV, etc.
- **Lien holder:** the financial institution with an enforceable right on an asset/property as security for debt
- **DMV:** Department of Motor Vehicles
- **Finance Company:** CarMax, Honda Financial, etc.

- Visit your state DMV website to view state-specific requirements and fees. If we exercise our right to file for the lien-recorded title, filing fees will be debited from your account with us.
- Lien-recorded titles should be sent to us at: The Partnership FCU, 3268 Progress Way Bldg. 12 MSC-5120, Wilmington, OH 45177.
- If the lien-recorded title is not received within 30 days, we will notify you at your address on file. Contact your dealership, financial institution or DMV to confirm your title has been forwarded to us. If it has been more than 60 days since your loan booked and there are issues obtaining your title, please contact us at 800-285-3286 and advise us of the issues and the steps you have taken.
- If the lien-recorded title is not received within 90 days, we may convert this loan's annual percentage rate to 18% or NCUA's prevailing maximum allowable interest rate, whichever is less.